

# General Order

## Houston Police Department



ISSUE DATE:

August 12, 2010

NO.

300-01

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 300-01, dated March 28, 1995

### SUBJECT: ALLOCATION OF POSITIONS

#### POLICY

The department recognizes the need to establish personnel staffing levels that reflect the administration's priorities for police services. Distribution of personnel shall be evaluated on a continuous basis to ensure proper staffing for efficient and effective operations. This General Order applies to all employees.

articulated in the correspondence and must include the division to which the position is currently assigned and the division to which the position is being moved.

The Human Resources Division shall make the approved authorized strength adjustments to the personnel database.

#### 1 ALLOCATION OF POSITIONS

The Chief of Police shall establish appropriate authorized staffing levels of classified and civilian positions for each division. Divisions shall not exceed their designated authorized strength without the approval of the Chief of Police or the person or persons appointed by the Chief of Police to oversee the allocation of positions.


Written correspondence requesting a change to a division's authorized strength must be submitted to the Chief of Police for approval. Justification for the change in authorized strength must be clearly ar-

#### 2 ASSIGNMENT OF PROBATIONARY POLICE OFFICERS

Upon graduation from the Police Training Academy, probationary police officers shall be assigned to patrol divisions to complete the Field Training Program. These assignments are of a temporary nature and are based on the availability of field training personnel. The Field Training Administration Office is responsible for the assignment of probationary police officers in the training program.

#### 3 RELATED GENERAL ORDER

300-02, Transfer of Classified Employees

  
Charles A. McClelland, Jr.  
Chief of Police